

2024

FAST FORWARD VOCATIONAL TRAINING
LTD

ABSCONDING POLICY



01482 460464

PREPARED BY:

CALLUM THOMPSON - HEAD OF CENTRE



ADMIN@RACEWAYTRAINING.CO.UK

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ABSCONDING POLICY

Introduction

Fast Forward Vocational Training Ltd is committed to ensuring the safety and well-being of all learners enrolled in our programs. This policy specifically addresses the procedures to be followed in the event of a child absconding from our premises. The aim is to act promptly and effectively to locate and safeguard the child, and to report the incident in accordance with established procedures.

Scope

This policy applies to all staff, volunteers, and contractors at Fast Forward Vocational Training Ltd who may come into contact with learners.

Definition: For the purposes of this policy, "absconding" refers to any learner leaving the premises without proper authorisation and supervision.

Reporting Procedures

1. Immediate Action:

- Any staff member who becomes aware of a child absconding must take immediate action to locate the child within the premises and inform other staff members.
- If the child is not located within a reasonable timeframe, the designated safeguarding lead (DSL) or their deputy (DDSL) must be informed immediately.

2. Search and Inform:

- A thorough search of the premises and surrounding areas will be conducted by TeamSport staff members in coordination with the designated safeguarding lead or deputy.
- If the child is not found, local authorities will be contacted to report the incident.

3. Notification:

- The designated safeguarding lead or deputy will notify the child's parents or guardians as soon as possible.
- If the child is not located within a reasonable time frame, the local police and relevant child protection agencies will be informed.

4. Documentation:

- All actions taken, including the search and communication with authorities, will be documented in detail.
- The incident report will be filed and shared with the designated safeguarding lead and the senior management team.

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5. Follow-up:

- Following the incident, a review will be conducted to assess the circumstances leading to the absconding and identify any necessary improvements to prevent future occurrences.
- Parents or guardians will be provided with information on any actions taken and the outcomes of the review.

Non-compliance

TeamSport and FFVT staff members who fail to comply with this policy may be subject to disciplinary action, up to and including termination of employment.

This policy will be reviewed regularly to ensure its effectiveness and compliance with relevant regulations.



FAST FORWARD VOCATIONAL TRAINING

LTD

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119 - 121 Wincolmlee
Hull
HU2 8AH

01482 460464

